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5545-1584

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Mr. [REDACTED]
Jini

25X1A

23 October 1962

MEMORANDUM TO: Chief, Finance Division

SUBJECT : Fiscal Annexes

1. In connection with the recent audit of the [REDACTED] 25X1A6a
the auditor made the following observations regarding fiscal
annexes.

- "a. Some Fiscal Annexes are not dated nor signed, and therefore do not give the appearance of an official document. In some cases there is a copy of the transmittal document. However, it appears to me that it would be better to date and sign (in pseudo) the fiscal annex which is the basis of our audit.
- b. In another case a dispatch from the Division quotes the provisions of the approved fiscal annex, but no copy of the fiscal annex is on file at the Station.
- c. In another case, Station suggested to Headquarters the provisions for a fiscal annex, and the Division replied it had been approved in total. But no copy of the fiscal annex was sent to the Station."

25X1A6a

2. Although the above comments pertain specifically to [REDACTED] similar deficiencies have been noted at other stations. We suggest that procedures relating to fiscal annexes be reviewed and adjusted as necessary to assure that needed copies are furnished field stations.

25X1A2d1

[REDACTED]
Chief, Audit Staff

Distribution:

Orig. - Addressee

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